| | |
|---|---|
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 22,210/- |
| Amount E – PO / WO value: | 68,988/- |
| Amount F – Difference (A – E): | 46,778/- |

| | |
|---|---|
| Quantity received as per PO /WO | ☐ Yes ☐ Excess received ☐ Short received ☑ Part received |
| Close PO / WO | ☐ Yes ☑ No – wait for balance material ☐ Other |
| Payment due date | 16/05/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajarthi | APPROVED | | | |
| Sign: | | 12 MAY 2022 | | | |
| Date | 8/05/22 | MINISH PARIKH MANAGER-PROCUREMENT | | | |
| Approval limit | Upto 20k | Above 20k | Above 100k | Upto 20k | Above 20k |

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

PURCHASE DIVISION
Advice for approval for credit to supplier

E

| | | | | | |
|---|---|---|---|---|---|
| Date: | 8/05/22 | Prepared by | Vanajarthi | Serial no. | 3831 |
| Supplier name | CSUP | | | HO inward no. | |
| Firm/Company | MEMUP | Project | GIMR | HO received date | |
| PO/WO date | 16/03/22 | PO/WO No. | 86471 | Scan ID. | |

| Sl no. | Bill no. | Bill date | Bill amount | Original attached |
|---|---|---|---|---|
| 1. | 23056 | 12/04/22 | 22,210/- | ☑ Yes ☐ No |
| 2. | | | | ☐ Yes ☐ No |
| 3. | | | | ☐ Yes ☐ No |
| 4. | | | | ☐ Yes ☐ No |

| | |
|---|---|
| Amount A Bills total (Excluding Transport & Hamali Charges): | 22,210/- |

Proof of delivery by way of: ☐ DCs/bill ☐ Steel report ☐ RMC pour report ☐ Solid block report ☐ Installation report

| | | | |
|---|---|---|---|
| MRN nos.: | 106054 | Proof of delivery matches MRN | ☑ Yes ☐ No |

| | |
|---|---|
| Amount B – Other Credits : Transportation charges | – |
| Amount C – Other Debits : | – |
| Amount D (D=A+B-C) – Amount to be credited to the supplier: | 22,210/- |
| Amount E – PO / WO value: | 68,988/- |
| Amount F – Difference (A – E): | 46,778/- |
| Quantity received as per PO /WO | ☐ Yes ☐ Excess received ☐ Short received ☑ Part received |
| Close PO / WO | ☐ Yes ☑ No – wait for balance material ☐ Other |
| Payment due date | 16/05/22 |
| Remarks: | |

| Approved by | Purchase Officer | Purchase Manager | M D | Accountant | Accounts Manager |
|---|---|---|---|---|---|
| Name: | Vanajarthi | APPROVED | | | |
| Sign: | [signature] | 12 MAY 2022 | | | |
| Date | 8/05/22 | MINISH PARIKH | | | |
| Approval limit | Upto 20k | Above 20k MANAGER PROCUREMENT | Above 100k | Upto 20k | Above 20k |

Notes: 1. In case amount to be credited to supplier and the bills total does not match, accountants to prepare JV for debit or credit. 2. This set should only have 5 documents i.e., advice to credit to supplier, original bill, proof of delivery, original purchase order with barcode, original requisition. 3. Do not attach additional documents like weighment slips, RMC batch reports, duplicate documents, Eway bills, test reports, etc. 4. In Amount A, exclude transport, Hamali charges, etc., and instead include in Amount B. 5. This report must reach HO within one working day of approval by purchase officer/purchase manager.

Form for closure of purchase order

| Data required from site/engineers: | | | | | | | |
|---|---|---|---|---|---|---|---|
| PO no.: | | PO date: | | Req. no.: | | Advice Scan ID | |
| MRN nos. related to PO | | | | | | | |
| ☐ | Part material received. | | | | | | |
| ☐ | Full material received. | | | | | | |
| ☐ | Material not received. | | | | | | |
| ☐ | Close PO – Balance material will be re-ordered by new requisition. | | | | | | |
| ☐ | Cancel PO. Material not required. | | | | | | |
| ☐ | Cancel PO. Material will be re-ordered by new requisition. | | | | | | |
| ☐ | Keep PO open. Material required. | | | | | | |
| ☐ | Keep PO open. Work under progress. | | | | | | |
| Remarks by engineer: | | | | | | | |

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

| Prepared by | Sign | Date | Project manager | Sign | Date |
|---|---|---|---|---|---|
| | | | | | |

| Data required from accounts: | | | |
|---|---|---|---|
| ☐ | Checked with E&D for receipt of bills. | | |
| ☐ | Bills not received against this PO. | | |
| ☑ | Part bill received against this PO. | Bill nos. | 22931 Scan id 105606 |
| ☐ | All bills received against this PO. | | |
| ☐ | Advance paid against this PO. | Amount paid | |
| Remarks by Accountants: Part bill receive for Rs. 46,778 but current not received yet | | | |

Notes: 1. Pos issued for false ceiling and such works may have been processed by E&D. Check before filling the above.

| Prepared by | Sign | Date | Accounts manager (approval required for PO more than 10k) | Sign | Date |
|---|---|---|---|---|---|
| Rajesh Jain | | 6/8 | | | |

| Advice by MD - action to be taken by purchase: | | | |
|---|---|---|---|
| ☐ | Get certified bill from supplier (not original). | | |
| ☐ | Prepare bill in SSLLP for material supplied. | | |
| ☐ | Get proof of delivery from site. | | |
| ☐ | Barcoded PO missing – get certified copy from Accounts. | | |
| ☐ | Thereafter, prepare advice to credit to supplier and send to HO for processing. | | |
| ☐ | Close PO | ☐ | Keep PO open. Material awaited |
| ☐ | Send barcoded PO to MDs desk. PO to be closed thereafter. | | |
| ☐ | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2021. | | |
| ☐ | Accounts to be reconciled with supplier. Suppliers ledger required from 1.4.2020. | | |
| ☐ | RMC supplier – suppliers ledger required from 1.4.2020. Process bill after thoroughly checking both the ledgers and all pour reports. Pour reports from day one to be thoroughly checked with Pos/Bills. Thereafter, prepare advice to credit to supplier and send to HO for processing. Close all open POs. | | |
| ☐ | E&D to check receipt of bill and enter comments below. | | |
| ☐ | Details of material supplied and balance material to be supplied is required. | | |
| Remarks: | | | |

| Prepared by | Sign | Date |
|---|---|---|
| | | |

TAX INVOICE

# Summit Sales LLP ORIGINAL INVOICE

#5-4-187/3 & 4, II Floor, Soham Mansion, M.G.Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**PAN: ACQFS2044C GSTIN/UNI: 36ACQFS2044C1Z7**



| Customer Details | | |
|---|---|---|
| Modi Reality Mallapur LLP | Invoice No. | 23056 |
| Sy No, 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076 | Invoice Date. | 12-04-2022 |
| | PO No. | 86471 |
| | PO Date. | 16-03-2022 |
| | Req ID | 74678 |
| GSTIN : 36AAEFM1459R1ZP PAN AAEFM1459R | Req Date | 15-03-2022 |
| | Loc Req No | 192949 |

| | Description of Goods | HSN/SAC | Qty | Rate | Gross | Tax% | Tax Amt |
|---|---|---|---|---|---|---|---|
| 1 | 2169 - Carpentry - hardware - SS Mortise Lock - | 8301 | 3 | 2350.00 | 7,050.00 | 18 | 1,269.00 |
| 2 | 2285 - Carpentry - hardware - SS Hinges - Others - 4 inches | 8302 | 54 | 218.00 | 11,772.00 | 18 | 2,118.96 |
| 3 | | | | | | | |
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| IGST | CGST | SGST | | | |
|---|---|---|---|---|---|
| | | | Total Taxable Amount | 18,822.00 | 3,387.96 |
| | 1,693.98 | 1,693.98 | Total Invoice Amount | 22,209.96 | |

Rupees : Twenty Two Thousand Two Hundred Nine and Paise Ninty Six Only.

SUMMIT SALES LLP R.R. DIST. IN WARD No: 92252 Date: 12/4 Sign: C

for Summit Sales LLP

Authorised signatory

Subject to Hyderabad Jurisdiction

# Purchase Order

 24-04-2022 1:42:36 PM Original / Office Copy / Purchase Div.Copy

From Company : **Modi Reality Mallapur LLP**
5-4-187/3&3, II nd floor, Soham Mansion, MG Road, Secunderabad.
G S T No. : 36AAEFM1459R1ZP

**Supplier Details**

Summit Sales LLP
5-4-187/3&4,II nd floor,Soham Mansion,MG Road, Secunderabad

040-66335551
9618244433

| | | |
|---|---|---|
| **Doc No** | 86471 | 192949 |
| **Doc Date** | 16-03-2022 | |
| **Quote No** | Nil | |
| **Quote Date** | 15-03-2022 | |
| **SupplyType** | Supply | |

**Kind Attn : Hamendra,Prabhakar**

Purchase Order for the Supply of following Items.

| | Item Name | Qty | Rate | Dis% | GST% | Amount |
|---|---|---|---|---|---|---|
| 1 | 2360 - Carpentry - doors - Panel Doors - Others - Nos *38"x80"* | 3.00 | 2,660.00 | 0.00 | 18.00 | 9,416.40 |
| 2 | 2341 - Carpentry - doors - Panel Door 30 mm - 32 In x 82 In - Nos | 9.00 | 2,296.00 | 0.00 | 18.00 | 24,383.52 |
| 3 | 2169 - Carpentry - hardware - SS Mortise Lock - other - nos | 3.00 | 2,350.00 | 0.00 | 18.00 | 8,319.00 |
| 4 | 2165 - Carpentry - hardware - SS Cylindrical Lock - other - nos | 18.00 | 541.00 | 0.00 | 18.00 | 11,490.84 |
| 5 | 2092 - Carpentry - hardware - Door Stopper - NA - nos | 12.00 | 105.00 | 0.00 | 18.00 | 1,486.80 |
| 6 | 2285 - Carpentry - hardware - SS Hinges - Others - nos *4 inches* | 54.00 | 218.00 | 0.00 | 18.00 | 13,890.96 |
| | | | | | **Total Order Value . . .** | **68,987.52** |

Rupees : Sixty Eight Thousand Nine Hundred Eighty Seven and Paise Fifty Two Only.

Terms and Conditions :-

| | |
|---|---|
| Specification / Brand | As per details given in the quotation.Rate per sft Rs/- 126 + 18% Gst, Hardware will be Dorset |
| Payment Terms | After Delivery & Production of bill |
| Tax | Inclusive of all GST taxes |
| Delivery Date | with in a day |
| Delivery Location | Gulmohar Residency<br>Survey No 19, Mallapur, Hyderabad. NExt to NFC Railway Over Bridge<br>Phone. Contact: Security _______, Admin 9502211011 |
| Penality For Delay | Nil |
| Transportation Cost | Transport by us |
| Warranty | Nil |
| Advance Paid | Nil |
| Other Terms | We reserve the right to reject items not conforming to quality and specifications. Above order for 608,605,607., purpose |
| Completion Date | Nil |

Books of accounts verified and no bills wrt this PO were received by accounts
Name: Rajyalaksh
Sign:
Date: 6/5

Part bill receive against said PO for R. 46,778
scan ID 105606

For Modi Reality Mallapur LLP
Authorised Signatory

Accepted the above Terms And Conditions
For Summit Sales LLP

Name : ______________ Name : ______________ Date : __/__/____

# Purchase Order

 24-04-2022 1:42:36 PM Original / Office Copy / Purchase Div.Copy

| | |
|---|---|
| Measurment | Nil |
| Security | Nil |
| Remarks | 'Original invoice + copy of proof of delivery is required to process invoice for payment. DO NOT send original invoice to site. Original invoices must be sent to HO office or purchase site office. Proof of delivery/DC can be sent by email. |

For *Modi Reality Mallapur LLP*

Authorised Signatory

Accepted the above Terms And Conditions

For *Summit Sales LLP*

Name : ____________________ Name : ____________________ Date : __/__/____

Requisition Form - Doors and hardware ( Deluxe)

| | | | |
|---|---|---|---|
| Company | Modi Realty mallapur LLP | Site & Phase | Gulmohar residency |
| Req. no | 192949 | Req. Date | 15.03.22 |
| Material required before | 18.03.22 | ID no | |
| Prepared by | A janaki | Approved by (sign): | |
| Flat / Block no | For B-block flat no : 608,605,607 purpose at GMR site. | | |
| Type B1660 Sft 3BHK Order Value | 3 | | |
| Type A Sft 3BHK Order Value | 0 | | |

| S No | Item Description | Units | Qty required for type B2 1660 sft 3BHK flat | Qty required for type B 1660 sft 3BHK flat | 2BHK flats requirement | 3BHK flats requirement | Quantity required | Qty Available at site | Balance Qty to be ordered | Qty in sft | Qty in sq mts | Inward No | Date |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Panel Doors-38"x80" (main doors) | nos | - | 1 | - | 3 | 3 | - | 3 | 63 | 6 | | |
| 2 | Panel Doors-32"x82" (Bed room shutter ) | nos | - | 3 | - | 3 | 9 | - | 9 | 164 | 15 | | |
| 3 | Panel Doors-32"x80" (Pooja room shutter) | nos | - | - | - | - | - | | - | - | | | - |
| 4 | Panel Doors-36"x82" | nos | - | - | - | - | - | - | - | - | - | | |
| 5 | Panel Doors-26"x80" (Toilet & Utility door ) | nos | - | | - | | - | | - | - | - | | |
| 6 | Mortise Lock | nos | - | 1 | - | 3 | 3 | - | 3 | - | | | |
| 7 | Cylindrical Locks | nos | - | 6 | - | 3 | 18 | - | 18 | - | - | | |
| 8 | screws for hinges(no's) | nos | | 180 | - | 3 | 540 | - | 540 | - | - | | |
| 9 | SS Hinges-4" | nos | - | 18 | - | 3 | 54 | - | 54 | - | - | | |
| 10 | Magnetic Door Stopper | nos | - | 4 | - | 3 | 12 | - | 12 | - | - | | |
| 11 | Total | | - | 213 | | | 639 | - | 639 | 227 | 21 | | |

Note

1) WPC Panel doors shutter with honey comb filling

DELIVERY CHALLAN

# Summit Sales LLP

#5-4-187/3 & 4, II Floor, Soham Mansion, M G Road, Secunderabad - 500003

Email: purchase@modiproperties.com

Supplier / Customer / Transporter - Copy

**GSTIN/UIN: 36ACQFS2044C1Z7**

**Customer Details**

Modi Reality Mallapur LLP

Sy No. 19, Mallapur, Hyderabad, Next to NFC Railway Over Bridge,500076

GSTIN : 36AAEFM1459R1ZP

| | |
|---|---|
| DC No. | 10719 |
| DC Date. | 12-04-2022 |
| PO No. | 86471 |
| PO Date. | 16-03-2022 |
| Req ID | 74678 |
| Req Date | 15-03-2022 |
| Loc Req No | 192949 |

| | Description of Goods | HSN/SAC | Qty |
|---|---|---|---|
| 1 | 2169 - Carpentry - hardware - SS Mortise Lock - other - nos | 8301 | 3 |
| 2 | 2285 - Carpentry - hardware - SS Hinges - Others - nos | 8302 | 54 |
| 3 | | | |
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MODI REALITY MALLAPUR LLP

8110 Dt. 12/4/22

10605A Dt. 13/04/22

Sign. 12/4/22

for Summit Sales LLP

Subject to Hyderabad Jurisdiction

Authorised signatory

SUMMIT SALES LLP
IN WARD
No: 79694
Date: 9/5
Sign:
R.R. DIST.